



TOWN OF CHILMARK

CHILMARK, MASSACHUSETTS

TOWN OFFICES:
Beetlebung Corner
Post Office Box 119
Chilmark, MA 02535
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508-645-2110 Fax

www.chilmarkma.gov

TO: Board of Health

CC: Selectmen

FR: Town Administrator

DT: May 4, 2018

RE: Staffing of Board of Health office and functions

Percolation Tests

John Powers [REDACTED] cell

Former WT Health Agent and current OB part-time staff.

Working as needed. Contacted by Engineers directly. Pay rate \$40.00/hr.

Restaurant &

Food Establishment Inspections **Meegan Lancaster** [REDACTED]

Oak Bluffs Health inspector

Working as needed. Coordinated by Chairman for the pre-opening inspections and the office going forward pay rate \$33.65 and IRS mileage from OB to inspections and back.

Office Coverage

Kevin Burchill [REDACTED] cell

Chilmark Summer Traffic Officer & law school student

Starts May 9th works 2:00 PM - 5:00 PM office 5:00 - 7:00 PM meeting

Usual Schedule: Monday 3:00 - 5:00 PM (post agendas)

Tuesday 9:00 - 1:00 PM

Wednesday 9:00 - 1:00 PM

Thursday 3:00 - 5:00 PM

Friday OFF

Duties to include telephone, email and walk-in requests from public and engineers. To coordinate the food inspection schedule in consultation with Meegan Lancaster & Chairman Katie Carroll. To coordinate all technical issues with engineers and Board Member Matt Poole. To perform the position description to the extent possible. Pay Rate of Administrative Assistant \$22.57 Grade 6 Step 1.

When not actively managing BOH functions, this temporary employee will continue the records scanning/Archives project begun this January by Peter Ruimerman.

We are operating on the assumption that [REDACTED] will be out until June.

If Megan is unable to continue conducting our inspections, the fall back plan is the Edgartown inspector.

[REDACTED]